O Approved For Release 2002/02/12 : CIA-RDP78-04718A001300080001-0

GENERAL ACCOUNTING OFFICE WASHINGTON 25

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October 26, 1953

Originals forwarded

to and retained by

the Tribal Shir was

Office of Administrative Services

B-45100

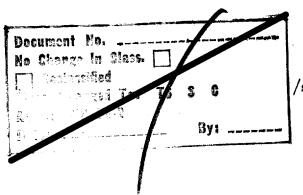
The Director Central Intelligence Agency

My dear Mr. Director:

Further reference is made to the letter of Mr. K. L. White, Acting Deputy Director, dated July 1, 1953, transmitting a proposed Request for Authority to Dispose of Records, Standard Form No. 115, covering various original fiscal and accounting records that are being maintained by your Agency for the General Accounting Office pursuant to the provisions of the Budget and Accounting Procedures Act of 1950. The letter requests this Office to advise the Central Intelligence Agency of the length of time that these original records need be retained before they are destroyed.

Column 10 of Standard Form No. 115, transmitted by Mr. White as an enclosure, has been completed to show the retention periods which have been approved by the Administrator of General Services and the Joint Committee on Disposition of Executive Papers for application to records of the General Accounting Office.

It should be noted that items 1, 2, 7, 20, 21, and 27 cover records for which no disposal authority has been approved. With respect to these exceptions, items 1, 2, and 7 cover contract records for which no disposal standards for the originals have been requested. Bills of lading transportation vouchers, and transportation requests, under items 20, 21, and 27, are being retained indefinitely by the General Accounting Office because of the transportation reaudit program; however, a tentative retention period of 15 years has been proposed for these classes of records in your custody.



Sincerely yours,

s/Allen N. Humphrey Chief, Records Management and Services Branch